

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**LANDSCAPE ARCHITECT
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs professional landscape architectural and facility design work for the Department. Employee reports to the Superintendent of Parks and Public Facilities.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs professional landscape architectural and facility design work in planning and designing a variety of parks, public facilities and grounds. Work includes planning, designing, and implementing projects for the City's parks, recreation centers, public facilities, streetscapes and rights-of-way. Supervision is exercised over technical employees, consultants and contractors. Employee must exercise independent judgment, discretion, and initiative in completing assignments, and handling public contact situations requiring considerable tact and knowledge of City policies, procedures and programs. Work is performed under broadly outlined objectives under limited supervision of the Superintendent of Parks and Public Facilities and is evaluated through conference and the analysis of program achievements.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Designs large- and small-scale construction and planning projects for the City; engineers and drafts construction documents and writes technical specifications for a variety of projects.

Supervises the work of City laborers at construction sites in progress; contacts, hires and oversees work performed by outside professional consultants and contractors.

Develops and implements master plans for City park and some streetscape projects.

Coordinates and participates in a variety of public and private organization meetings to receive and give input regarding City architecture and landscape design projects.

Provides support regarding outdoor accessibility of City facilities to Americans with Disabilities.

Develops data and graphics for presentations before a variety of civic, community and private groups on the subject of municipal architecture and landscape design.

LANDSCAPE ARCHITECT

Prepares Capital Improvement Projects and operating budget; monitors expenditures.

Calculates project cost estimates, including Capital Improvement Project Budgets.

Writes requests for proposals for professional services.

Maintains inventory of architectural and landscape design supplies.

Performs duties as graphic artist for Department's presentation drawings and reports.

ADDITIONAL JOB FUNCTIONS

May be asked to serve as a GIS Data Steward for departmental databases: develops, updates, maintains, and shares GIS data; ensures security, integrity, and recovery for GIS data; documents and indexes GIS data using FGDC Metadata Standards; notifies City of Asheville staff and others of GIS data availability and updates; provides requested information regarding databases; provides timely and thorough input to the Annual GIS Data Inventory; and provides timely and thorough input to the Annual GIS Needs Assessment.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices and procedures relative to landscape architectural design.

Thorough knowledge of the principles and practices of construction work.

Considerable knowledge of the principles and practices of architecture, engineering, planning and cartography.

Considerable knowledge of the principles and practices of supervision, organization and public administration.

Considerable knowledge of the current literature, trends and development in the field of architecture and landscape design, especially municipal development.

Considerable knowledge of the contracting process and necessary documentation.

Ability to plan, assign and coordinate the work of technical staff.

Ability to prepare a budget and monitor department expenditures.

Ability to prepare clear and comprehensive reports and proposals.

Ability to effectively express ideas orally, graphically and in writing.

Ability to establish and maintain effective working relationship with staff, City and State officials, developers, contractors and as otherwise necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

LANDSCAPE ARCHITECT

Bachelor's degree in landscape architecture, with a master's degree preferred, and 6 to 9 years of progressively responsible experience in landscape architecture planning and design; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Must be a registered Landscape Architect in North Carolina, or the ability to obtain such licensure within 1 year from the date of hire.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 20
Exempt